



## **NURSE ADMINISTRATOR**

### **CHARACTERISTICS OF WORK:**

This is supervisory and administrative work involving the direction of a nursing staff which identifies and/or treats human responses to actual or potential health problems. The work includes such services as case finding, health teaching, health counseling, and providing care supportive to or restorative of life and wellbeing. Incumbents allocated to this occupational class will be charged with statewide nursing responsibilities, be charged with a large geographic area of nursing responsibilities, supervise a total nursing program in a large hospital with minimum beds, or perform administrative duties involved in directing the activities of a public assistance health program. General supervision is received from an administrative superior.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited four-year college or university in Nursing and licensure as required below;

**AND**

#### **Experience:**

Five (5) years of experience in nursing, of which two (2) years must have been in management, administration, or consultation and two (2) years must have included line or functional supervision.

**OR**

#### **Education:**

Graduation from a state approved Nurse Practitioner program with credentials (certification);\*

**AND**

**Experience:**

Five (5) years of experience as a Registered Nurse/Nurse Practitioner, of which two (2) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in Nursing and licensure as required below;

**AND**

**Experience:**

Six (6) years of experience in nursing, of which two (2) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

**OR**

**Education:**

A three-year diploma or a two-year Associate Degree Nursing Degree and licensure as required below;

**AND**

**Experience:**

Seven (7) years of experience in nursing, of which two (2) years must have been in management, administration, or consultation and two (2) years of which must have included line or functional supervision.

**Certification/Licensure Requirements:**

Must be licensed to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

**Documentation Required:**

Applicant must attach a valid copy of his/her license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

\*Must possess approved certificate in area of practice.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

## **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

#### **TECHNICAL COMPETENCIES:**

**Nursing Administration/Supervision:** Directs/facilitates nursing practice in assigned area.

Plans and conducts meetings with staff and management. Ensures completion of performance appraisals. Ensures standards of care are maintained. Collaborates with others to achieve organizational goals. Provides a teaching atmosphere conducive to the learning of new concepts and skills

**Coaching and Developing Others:** Identifies the developmental needs of others and coaches, mentors, or otherwise helps others to improve their knowledge or skills.

Assures appropriate orientation, education, credentialing, and continuing professional development for personnel. Fosters a climate conducive to educational experiences for nursing and other disciplines. Provides guidance to colleagues, allied personnel, and consumers of health care.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality and objectivity.

**Technical Competence:** Uses knowledge that is acquired through formal training and education or extensive on-the-job experience to perform one's job; understands and evaluates technical information related to the job.

Understands job specific computer applications. Maintains ongoing knowledge of state and federal regulations. Maintains knowledge of agency policies and procedures in order to ensure compliance.

#### **MANAGEMENT COMPETENCIES:**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

**Macro Oriented:** Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals; sets and meets deadlines.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Conducts research of clinical nursing practice and participates in introducing new approaches to health care delivery.
2. Supervises and provides guidance and instruction to staff regarding health care standards and practices.
3. Performs administrative duties involved in directing of nursing practice in assigned area of responsibility.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Collaborates with others to achieve organizational goals.

Participates in influencing attitudes, modifying behavior, and introducing new approaches to health care delivery.

Conducts research of clinical nursing practice through the development and testing of relevant theories with evaluation and implementation of research findings for nursing practice.

Ensures standards of care are maintained and incorporates new approaches to health care delivery.

Provides a teaching atmosphere conducive to the learning of new concepts and skills.

Provides guidance to colleagues, allied personnel, and consumers of health care.

Assures appropriate orientation, education, credentialing, and continuing professional development for personnel.

Fosters a climate conducive to educational experiences for nursing and other disciplines.

Participates in fulfilling the responsibilities of the Nurse Manager/Nurse Administrator.

Directs nursing practice in assigned area of responsibility.

Provides input into fiscal accounting and budgeting activities, including formulating, developing, and/or approving budget requests and expenditures.

Develops program goals and objectives and program procedures and policies in accordance with agency policy and federal and state laws and regulations.

Administers and maintains employee performance appraisal system for subordinates and handles personnel matter.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.